



**TOWN OF MANSFIELD
Special Town Council Meeting
Council Chambers
Audrey P. Beck Municipal Building
January 31, 2005**

Minutes

Present: B. Clouette, G. Haddad, A. Hawkins, H. Koehn, E. Paterson, C. Paulhus, C. Schaefer

Staff: M. Berliner, M. Hart, J. Smith

1. Call to Order

The Mayor called the meeting to order at 7:32 p.m.

2. Classification and Pay Plan

Matt Hart led off with a presentation regarding the proposed Classification and Pay Plan. The presentation covered the following subjects:

- Why the town conducted the study
- Process used to conduct the study
- Classification system used to prepare the plan
- Plan recommendations
- Proposal to implement the plan
- Cost analysis
- Requested Town Council action

Bruce Clouette made a motion, seconded by Alan Hawkins, to remove the item from the table. The motion passed unanimously.

Gregory Haddad made a motion, seconded by Bruce Clouette, to: adopt the Classification and Pay Plan as prepared by the firm of Springsted, Inc. and dated October 2004; to implement the wage adjustments for nonunion personnel as proposed by the Town Manager in his correspondence dated January 10, 2005; and to authorize the Town Manager to negotiate with Local 760, Civil Service Employees Affiliates the recommended wage adjustments for union employees.

Bruce Clouette spoke in favor of the motion. He believes that the regular preparation and adoption of a classification plan represents good management, and that the Town Council endorsed the project when it appropriated funds for the study as part of the capital fund budget. Also, it is positive that the plan's recommended adjustments are relatively few in number.

Helen Koehn stated that in her view parts of the study were conducted well, but others less so. For example, the positions recommended for a reclassification either fall on the salary line or above it. Also, she believes that there are problems with the way the labor market study was conducted. The consultant used a summary of each surveyed position and did not compare actual job descriptions for those positions. Consequently, she is not prepared to vote this evening.

Carl Schaefer stated that it reflects well upon the town that the classification plan recommends relatively few changes. He defers to the judgment of the firm that conducted the study. Every town is going to structure a position somewhat differently; therefore, comparisons are going to be loose at best.

Alan Hawkins explained that he generally supports the project. However, he is concerned about the proposal for the Fire Marshal/Emergency Management Director's position, and is not certain that the recommendation is justified. He would like more information concerning the percentage breakdown of the major responsibilities for that position.

The Mayor called the question. The motion passed 5-2-0, with Clouette, Haddad, Paterson, Paulhus and Schaefer in favor, and Hawkins and Koehn opposed.

3. Adjournment

Bruce Clouette made a motion, seconded by Gregory Haddad, to adjourn the meeting at 8:12 p.m. The motion passed unanimously.

Respectfully submitted,

Matthew W. Hart
Assistant Town Manager